

## **Minutes of the Finance Committee**

**Wednesday, December 9, 2009**

Chair Haukohl called the meeting to order at 8:40 a.m.

**Present:** Supervisors Pat Haukohl (Chair), Bill Zaborowski, Jean Tortomasi, and Jim Heinrich. Rob Hutton arrived at 8:49 a.m. **Absent:** Pamela Meyer and Steve Wimmer.

**Also Present:** Chief of Staff Mark Mader, Budget Manager Keith Swartz, Financial Analyst Vince Masterson, Budget Specialist Linda Witkowski, Health & Human Services Deputy Director Don Maurer, Accounting Services Coordinator Cynthia Lilley, Senior Financial Analysts Bill Duckwitz and Clara Daniels, Community Development Coordinator Glen Lewinski, Emergency Preparedness Director Rich Tuma, Emergency Management Coordinator Bill Stolte, Clerk of Circuit Courts Kathy Madden, Business Manager Bob Snow, Public Works Director Allison Bussler, Business Manager Betsy Crosswaite, Highway Operations Manager Pete Chladil, Collections & Business Services Manager Sean Sander, Senior Financial Analyst Linda Hein, Sheriff Dan Trawicki, Inspector Steve Marks, Business Manager Lyndsay Johnson, Nutrition Services Supervisor Mary Smith, Aging & Disability Resource Center Director Cathy Bellovary, and Senior Financial Analyst Steve Krafcheck. Recorded by Mary Pedersen, County Board Office.

### **3<sup>rd</sup> Quarter Report on Special Revenue Funds**

Swartz and Witkowski were present to discuss this report as outlined.

Hutton arrived at 8:49 a.m.

Expenditures for 2009 at nine months ended were 26% less than 2008 at nine months ended: \$52.3 million versus \$70.3 million. Expenditures were 67% of the modified budget versus 73% of total 2008 actual spending. The lower expenditure levels in 2008 were mainly due to the County no longer providing Developmental Disability and Community Integration/Options programs as part of the State's Family Care Initiative. Revenues for 2009 at nine months ended are less than 2008 at nine months ended by about \$17 million: \$37.0 million versus \$53.9 million largely due to State/Federal funding for human services programs. Revenues were at 70% of the 2009 modified budget versus 73% of total 2008 actual revenues. The lower revenue amounts result from the transition to the State's Family Care Program. Swartz went on to review key fiscal highlights and each fund as outlined in the report.

**MOTION:** Tortomasi moved, second by Heinrich to accept the 3<sup>rd</sup> quarter report on Special Revenue Funds. Motion carried 5-0.

### **Fund Transfer 09-368520-01: Health & Human Services Department (Long Term Care Fund) – Transfer Funds from Operating Expenses to Personnel Expenses**

Maurer and Lilley discussed this fund transfer which involves transferring \$48,700 to cover additional personnel costs in the Adult Protective Services Unit of the Long Term Care Fund due to unanticipated retirement payouts for two long-term employees. Funds are available as Clearview Rehabilitation Center charges are estimated to be under budget.

MOTION: Heinrich moved, second by Hutton to approve Fund Transfer 09-368520-01, Health & Human Services Department (Long Term Care Fund). Motion carried 5-0.

**Fund Transfer 09-368710-01: Health & Human Services Department (Mental Health Center) – Transfer Funds from Operating Expenses to Personnel Expenses**

Lilley advised this fund transfer of \$27,500 will cover additional temporary extra help costs for the Mental Health Center due to turnover and vacancies and during new employee training. Funds are available due to estimated below budget spending on pharmaceuticals, food service, laboratory supplies, and outside contracted services.

MOTION: Heinrich moved, second by Tortomasi to approve Fund Transfer 09-368710-01, Health & Human Services Department (Mental Health Center). Motion carried 5-0.

**Contract Procurement Process for Home Buyer Counseling**

Lewinski advised the one-year contract was awarded to HBC Services (Jefferson and Waukesha counties) and Slinger Housing Authority (Ozaukee and Washington counties), the only two vendors who submitted RFP's for consideration for total contract costs of \$43,000 and \$55,000 respectively. The program is federally funded.

MOTION: Tortomasi moved, second by Zaborowski to approve the contract procurement process for Home Buyer Counseling. Motion carried 5-0.

**Contract Procurement Process for HOME Consortium Program Administration**

Lewinski advised the one-year contract was awarded to Wisconsin Partnership for Housing, the only vendor to submit an RFP for consideration, for a total contract cost of \$216,395. The program is federally funded.

MOTION: Heinrich moved, second by Hutton to approve the contract procurement process for HOME Consortium Program Administration. Motion carried 5-0.

**Ordinance 164-O-068: Accept And Appropriate Funds From The State Of Wisconsin Department Of Commerce Funded Through The American Recovery And Reinvestment Act Under The Residential Lead-Based Paint Hazard Reduction Act Of 1992 (Title X)**

Lewinski explained this ordinance which involves accepting \$120,000 in grant funds to identify elevated lead levels in residential homes and perform lead assessments/abatement if lead problems are identified. The City of Waukesha Health Inspector will do most of the assessments, countywide, and the Waukesha County Public Health Division will get involved when necessary as defined by State Statutes.

MOTION: Zaborowski moved, second by Heinrich to approve Ordinance 164-O-068. Motion carried 5-0.

**Fund Transfer 09-241200-1: Emergency Management – Transfer Funds from Operating Expenses to Personnel Expenses**

Tuma and Stolte advised this fund transfer for \$45,000 is needed for temporary extra help employees who are performing citizen preparedness grant related duties. Unexpended grant appropriations are available from the Training and Education Consulting account.

MOTION: Heinrich moved, second by Tortomasi to approve Fund Transfer 09-241200-1, Emergency Management. Motion carried 5-0.

**Fund Transfer 09-242100/241200-2: Emergency Management – Transfer Funds from Operating Expenses to Interdepartmental Charges**

Tuma and Stolte said this fund transfer for \$3,000 is needed to cover additional interdepartmental radio communications and cell phone charges. Contract services are expected to be underspent since the business continuity exercise which was planned will not be completed in 2009.

MOTION: Hutton moved, second by Zaborowski to approve Fund Transfer 09-242100/241200-2, Emergency Management. Motion carried 5-0.

**Fund Transfer 09-212200-2: Circuit Court Services – Transfer Funds from Contingency Fund, Personnel Expenses, and Interdepartmental Expenses to Operating Expenses**

Madden and Snow discussed this fund transfer as outlined which involves transferring \$40,000 from the Contingency Fund and \$10,000 internally to pay for court appointed attorneys in the Criminal Division and guardian ad litem representation in the Juvenile Division. Internal funds of \$10,000 are available from the personnel cost and interdepartmental court security (bailiff services) appropriations.

MOTION: Tortomasi moved, second by Zaborowski to approve Fund Transfer 09-212200-2, Circuit Court Services. Motion carried 5-0.

**Ordinance 164-O-065: Modify The Transportation Fund 2009 Budget For Additional State And County Highway Maintenance**

Bussler, Crosswaite, and Chladil discussed this ordinance which involves accepting additional State and County revenues totaling \$250,000 for State and County highway maintenance operations within the county including overtime, materials, etc.

MOTION: Heinrich moved, second by Tortomasi to approve Ordinance 164-O-065. Motion carried 5-0.

**Fund Transfer 09-401100-01: Public Works Department – Transfer Funds from Operating Expenses to Interdepartmental Expenses**

Bussler and Crosswaite were present to discuss this fund transfer as outlined which involves transferring \$20,000 to cover cross charges from Central Fleet. Maintenance staff will now maintain and repair the County's generators instead of hiring an outside contractor. Funds are available for the Central Fleet charges from those that had been budgeted for an outside contractor.

MOTION: Hutton moved, second by Zaborowski to approve Fund Transfer 09-401100-01, Public Works Department. Motion carried 5-0.

**3<sup>rd</sup> Quarter Report of Proprietary Funds**

Sander and Hein discussed their report as outlined for the County's various enterprise and internal services funds. Those funds that showed a net income were the Naga-Waukeke Golf Course (\$343,129); Materials Recycling (\$1,152,187); Vehicle/Equipment Replacement (\$199,999); Radio

Services (\$74,429); Records Management (\$118,642); Collections (\$53,632); and Communications (\$72,318). Those funds that showed a net income loss were the Wanaki Golf Course (-\$26,382); Moor Downs (-\$72,500); Naga-Waukee Ice Arena (-\$82,674); Eble Park Ice Arena (-\$88,039); Airport (-\$123,262); Central Fleet (-\$79,881); Risk Management/Worker's Compensation (-\$452,538); and End User Technology (-\$217,091).

After a brief discussion on golf course revenue losses, Haukohl and Hutton asked that a more in-depth review of interdepartmental and indirect charges be held during the year-end report.

MOTION: Hutton moved, second by Zaborowski to accept the 3<sup>rd</sup> quarter report on Special Revenue Funds. Motion carried 5-0.

**Ordinance 164-O-067: Approve 2010 Salary And Benefit Modifications For Non-Represented Employees**

Richter said this ordinance was heldover by the Personnel Committee at their December 8 meeting so Cummings and staff could research what other counties and municipalities are paying their non-represented employees in 2010. This ordinance will likely be reconsidered by the committee at their January 19 meeting.

**Fund Transfer 09-501000-01: Non Departmental – Transfer Funds from Operating Expenses to Personnel Costs**

Duckwitz explained this fund transfer which involves transferring \$25,000 to help cover estimated above budget unemployment compensation expenditures by about \$58,000. Remaining costs are expected to be absorbed within the personnel cost appropriation unit. Funds are available due to decreased County employment advertising expenditures as the County experiences lower employee turnover during the current downturn in the labor market.

MOTION: Heinrich moved, second by Zaborowski to approve Fund Transfer 09-501000-01, Non Departmental. Motion carried 5-0.

**Fund Transfer 09-203110-01: Sheriff Department – Transfer Funds from Interdepartmental Expenses to Operating Expenses**

Trawicki and Johnson discussed this fund transfer which involves transferring \$60,000 to address unanticipated medical expenses associated with an inmate incident. Funds are available because the 2009 budget planned for \$3 per gallon fuel prices. The department is currently paying less than \$2.50 per gallon. Consumption levels have also decreased by 3,000 gallons.

MOTION: Tortomasi moved, second by Hutton to approve Fund Transfer 09-203110-01, Sheriff Department. Motion carried 5-0.

**Fund Transfer 09-202480-02: Sheriff Department – Transfer Funds from Interdepartmental Expenses to Personnel Expenses**

Trawicki discussed this fund transfer which involves transferring \$35,000 to help cover overtime costs totaling about \$190,000. Staff have identified \$155,000 available in salary and benefit accounts to partially cover the overtime costs. The additional \$35,000 is available in the vehicle fuel account. The 2009 budget planned for \$3 per gallon fuel prices although the department is

currently paying less than \$2.50 per gallon. Consumption levels have also decreased by 3,000 gallons.

MOTION: Heinrich moved, second by Zaborowski to approve Fund Transfer 09-202480-02, Sheriff Department. Motion carried 5-0.

**Ordinance 164-O-066: Authorize Waukesha County Sheriff To Amend The Existing Contract For Police Services With The Village Of Sussex**

Trawicki reviewed this ordinance which authorizes the Sheriff to amend the current contract (four years on a five year contract) at the request of the Village of Sussex to provide one additional five-day-a-week deputy sheriff shift beginning 1/1/10 for an additional annual fee of \$130,973. This includes the position plus one-time equipment costs totaling \$85,388. The difference between the contract revenues and the expenditures being appropriated in this ordinance results in additional revenue to the County of \$45,585. County indirect costs are covered by \$4,159 of this revenue. The remaining \$41,426 is additional revenue which funds some of the County's contract related fixed costs that are already included in the Sheriff's 2010 adopted base budget. The expenditures already included in the adopted 2010 base budget being covered include vacation and sick leave coverage for the position (to be provided existing deputies), sheriff department administrative overhead and supervision costs.

MOTION: Hutton moved, second by Tortomasi to approve Ordinance 164-O-066. Motion carried 5-0.

**Fund Transfer 09-372100/372200-01: Aging & Disability Resource Center – Transfer Funds from Operating Expenses to Personnel Expenses**

Bellovary and staff explained this fund transfer which involves transferring \$4,000 to cover personnel costs relative to the nutrition center staffing. Funds are available because the food service budget appropriation in the senior dining program is estimated to be well below budget as a result of fewer senior dining meals estimated to be served.

MOTION: Zaborowski moved, second by Heinrich to approve Fund Transfer 09-372100/372200-01, Aging & Disability Resource Center. Motion carried 5-0.

**Approve Minutes of 11-18-09**

MOTION: Tortomasi moved, second by Zaborowski to approve the minutes of November 18. Motion carried 5-0.

**Schedule Next Finance Committee Meeting Date(s)**

- January 6

**Executive Committee Report of 12-7-09**

Haukohl advised of the following items discussed at the last Executive Committee meeting.

- Heard an update on fund balances including the 2010 Non-Departmental budget.
- Approved Ordinance 164-O-068, also on today's agenda.
- Heard a presentation on Community Development Block Grant housing initiatives.
- Discussed topics for the Wisconsin Counties Association's Annual Conference breakout sessions.

- Approved the appointments that were recently referred.
- Heard standing committee reports.

**Announcements**

Regarding the new dispatch system, Tortomasi said they are still doing site visits. After site visits, they will begin their evaluations.

**Future Agenda Items**

- Review Interdepartmental/Indirect Expenditures in Golf Course Fund

MOTION: Zaborowski moved, second by Heinrich to adjourn at 11:48 a.m. Motion carried 5-0.

Respectfully submitted,

Pamela Meyer  
Secretary